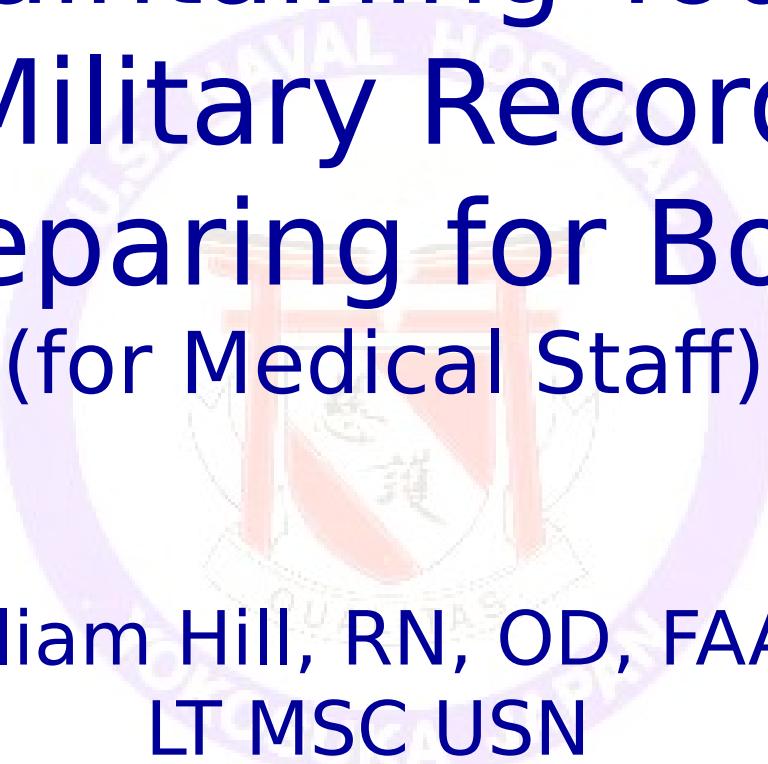


# Maintaining Your Military Record & Preparing for Boards (for Medical Staff)



William Hill, RN, OD, FAAO  
LT MSC USN  
USNH Yokosuka, Japan  
November 2005



# Responsibility

- Who is responsible for maintaining your record?



# YOU ARE!



Healthcare for Fleet

NAVADMIN 229/00

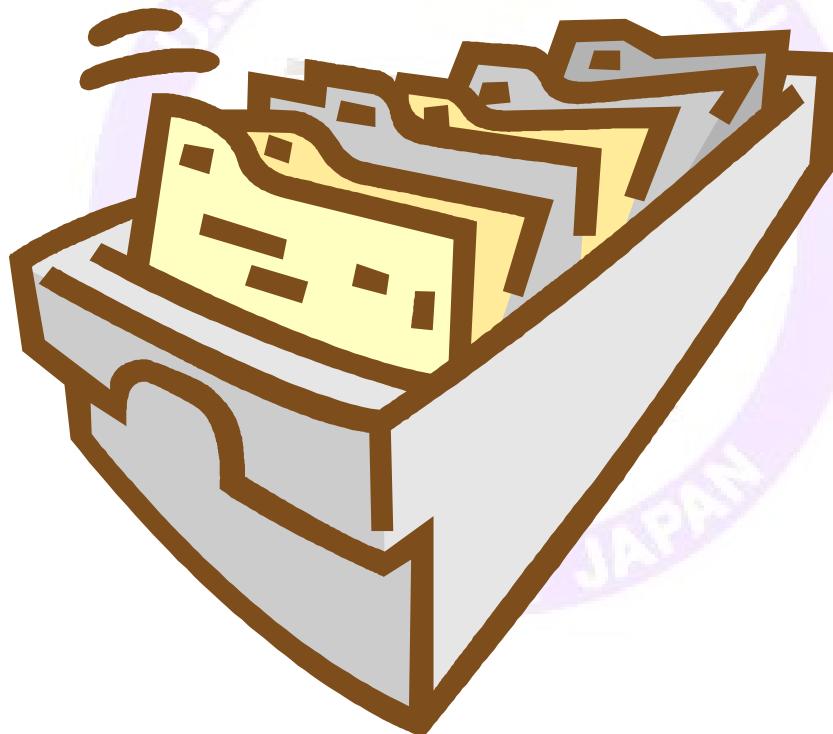
SUBJ/ELIMINATION OF THE OFFICER FIELD  
SERVICE RECORD (OFSR) FOR ACTIVE DUTY  
OFFICER//

<http://www.npc.navy.mil/NR/rdonlyres/FCE0DC13-43A5-4CAD-B515-AD8D6B70F536/0/nav00229.txt>

2. NAVAL OFFICERS HAVE ALWAYS BEEN CHARGED WITH THE RESPONSIBILITY OF KEEPING THEIR PERMANENT PERSONNEL RECORDS UP-TO-DATE. WITH THE ELIMINATION OF THE OFSR, THIS RESPONSIBILITY WILL TAKE ON EVEN GREATER IMPORTANCE. THEY ARE ALSO ENCOURAGED TO MAINTAIN COPIES OF ANY DOCUMENTS PREVIOUSLY KEPT IN THEIR FIELD SERVICE RECORD.



# So where do you start?

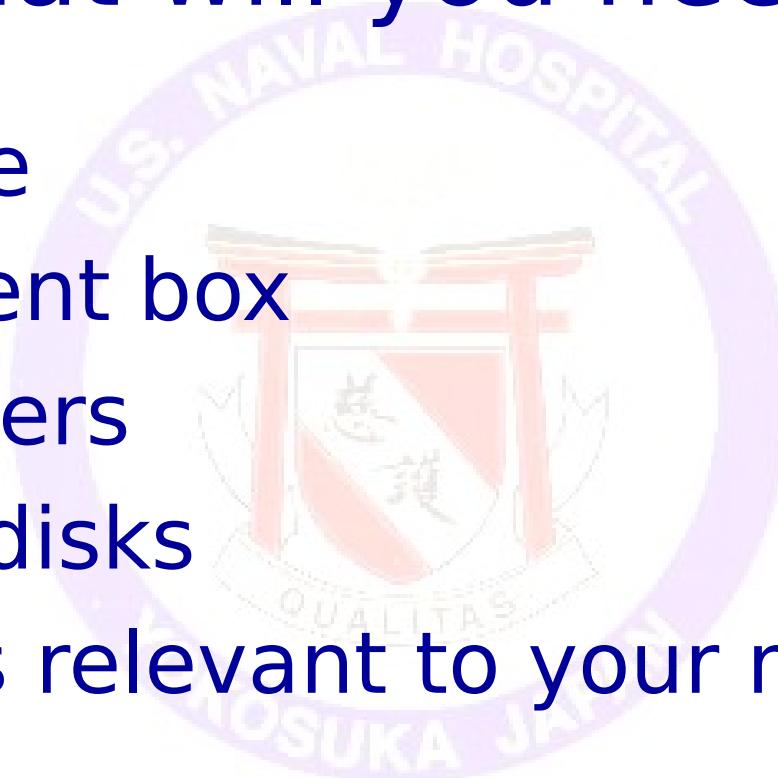


Healthcare for Fleet

# Getting Organized . . .

## What will you need?

- Patience
- Document box
- File folders
- Floppy disks
- Records relevant to your military service



# Gather your records . . .

## What should be included?

- Military history
- All fitreps, brag sheets
- Awards
- Officer Data Card (ODC)
- Officer Summary Record (OSR)
- Performance Summary Report (PSR)
  - Other relevant documents . . .



# Getting Organized . . .

## File folders and contents

- Military history
- Personnel record
- Fitreps
- Promotion information
- Professional
- Orders
- Pay
- Leave / TAD
- Training
- PFA
- Awards



# Getting Organized . . .

## File Folders - Military History

### (MS Word table on floppy disk)

|   |                |                |
|---|----------------|----------------|
| Date of Rank  | Aug. 13, 1995  | x              |
| Date of Commission  | Aug. 13, 1999  | x              |
| OSU Division Officer (supervised 10 enlisted, 1 civilian; facility produces ~5000-8000 spectacle orders per month, managed a \$789,000+ OPTAR, )            | Apr. 2001      | May 2002       |
| Recruiting TAD to San Francisco - successfully recruited 2 scholarship students   | Sept. 20, 2001 | Sept. 23, 2001 |
| Coordinated a lens exchange to balance OSU stock - overall, 9,753 pairs of lenses were returned amounting to \$25,260 in savings from excess stock ordered. | Jan. 25, 2002  | x              |
| USNS Mercy Inventory - assessment and report of spaces & AMAL   | Aug. 23, 2002  | x              |
| PRT Spring  | May 12, 2003   | x              |
| Kinnick High School Optometry presentation  | Oct. 23, 2003  | x              |
| OOD Watchstander Coordinator<br>-improvements made include . . .  | June 1, 2004   | July 2, 2005   |
| Red eye assessment and treatment training to USS Kitty Hawk corpsmen and providers (2 sessions)   | July 7, 2004   | July 14, 2004  |
| Yokosuka Middle School screening - screened 158 children  | Oct. 12, 2004  | Oct. 13, 2004  |
| Total clinic visits for 2004 = 2256. A 19% increase over the previous year.   | Dec. 31, 2004  | x              |
| CBRNE EMPRC Clinicians Course (NMETC-CBRNE-CC-2.0) Instructional Hours 12.5   | Mar. 30, 2005  | x              |

Think Results!

Healthcare for Fleet



# Your Military History

- Accomplishments, professional duties, leadership, collateral duties, special projects, training, presentations, mentoring, volunteer service, etc.
- Actions – results – impact
- Quantify with data
- Update frequently (monthly) and include ANYTHING that makes you look good



# Getting Organized . . .

## File Folders – Personnel Record

- CD ROM  
(microfiche)
- Officer Summary Record (OSR)
- Officer Data Card (ODC)
- Record management info
- Corrections submitted
- **Khaki Photo**  
(rescinded w/  
NAVADMIN  
224/05)



# Getting Organized . . .

## File Folders – Fitreps

- Fitreps (ensure sequential dates)
- Brag sheets
- Performance Summary Record (PSR)
- Navfit files (floppy)



# Getting Organized . . .

## File Folders – Promotion Information

- Fitrep writing information
- Sample fitreps
- Promotion board feedback
- Promotion statistics
- Board information
- Board correspondence
- Lineal list



# Getting Organized . . .

## File Folders – Professional

- Copies of degrees, certifications, transcripts
- Specialty Qualifications
- License info / privileges
- Performance appraisal report (PAR)
- Record reviews
- Job history
- Special projects
- Position descriptions
- Curriculum vitae / resume
- Collateral duty info
- Appointment letters
- Volunteer info



# Getting Organized . . .

## File Folders - Orders

- Original / copies of orders
- Extension letters
- Detailer correspondence



# Getting Organized . . .

## File Folders – Pay

- Copies of Leave and Earnings Statements (LES)
- Pay history, pay charts
- Special pay documents
- CFC donation information
- TSP documents

Purge when no longer needed . . .



# Getting Organized . . .

## File Folders – Leave / TAD

- Leave / TAD / Special Liberty chits
- TAD orders
- Travel vouchers, reimbursement documents

Purge when no longer needed . . .



# Getting Organized . . .

## File Folders – Training

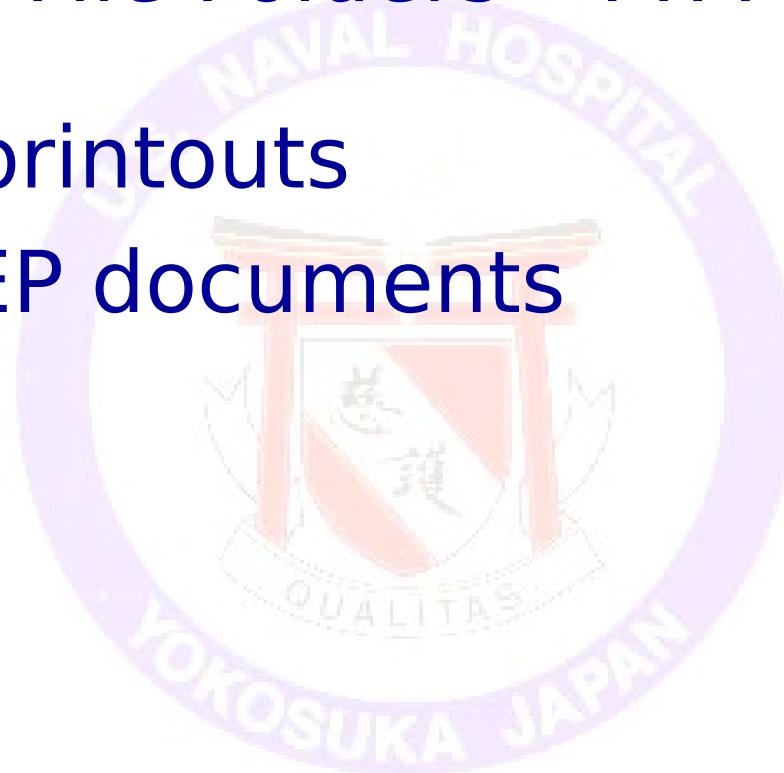
- Copies of certificates (CE, CME, GMT, NKO / online courses, classes)
- Military and professional development (BMDOC/AMDOC, CBRNE, SMORT, Dept. Head, IOLC, SOLC, etc.)
- Career Flow Points



# Getting Organized . . .

## File Folders – PFA

- PRIMS printouts
- PFA / FEP documents



# Getting Organized . . .

## File Folders – Awards

- Awards, certificates
- Documentation authorizing medals, unit awards, etc.
- Brag sheets
- Award templates



# Missing Anything?

- Request copies of items from your permanent personnel record from PERS-313
- Instructions available:
  - [http://buperscd.technology.navy.mil/bup\\_upd/508/milpers/1070-150.htm](http://buperscd.technology.navy.mil/bup_upd/508/milpers/1070-150.htm)



# What do you need first?

- Common Access Card (CAC)
  - Required to access many websites
  - Card reader (i.e. ActivCard)
  - PIN
  - Activate, changes, renewal via local PSD
- Register at BUPERS Online



[\[Application List\]](#) [\[Help\]](#) [\[FAQ\]](#) [\[Sign Out\]](#)

5:08:52 PM | Wed. Sep. 28 - 2005

For help call 1-800-951-NAVY

Bureau Of Naval Personnel Online

User Logged in: HILL WILLIAM ANTHONY

## BOL Application Menu

[\[App List\]](#)  
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[\[Help\]](#)  
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[\[Comments\]](#)  
[\[Privacy Policy\]](#)  
[\[Sign Out\]](#)

Click on the  icon for more information.

-  **Katrina Family Support Registration**
-  Advancements
-  Application Status
-  ARGUS Reporting
-  ARGUS Survey
-  ARPR/ASOSH Online
-  FITREP/Eval Reports
-  Military Locator System
-  NavPers Legacy & ITEMPO
-  Navy Diversity Calendar
-  Navy Personnel Command
-  NMCMPS
-  ODC, OSR, PSR, ESR
-  PRIMS
-  Request Record on CD
-  Selective Reenlistment Bonus
-  Update Race/Ethnicity Preference
-  Uniform Survey
-  View My Permanent Record
-  View Orders

# Now you are organized . . .

## What next?

- Order CD-ROM (aka microfiche / Official Military Personnel File – OMPF)
  - BUPERS Online
  - <https://www.bol.navy.mil/>
  - Order online (mailed to command) or print request (mailed to alternate address)
  - One request every 90 days
  - Online access (Web Enabled Record Review – WERR – future implementation, when?)





[Application List] [Help] [FAQ] [Sign Out]

For help call 1-800-951-NAVY

Bureau Of Naval Personnel Online

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5:32:41 PM | Wed, Nov, 2 - 2005

## BOL Application Menu

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[Sign Out]

Click on the  icon for more information.

-  **WILMA Family Support Registration** 
-  **Katrina Family Support Registration** 
-  **Rita Family Support Registration** 
-  **Advancements** 
-  **Application Status** 
-  **ARGUS Reporting** 
-  **ARGUS Survey** 
-  **ARPR/ASOSH Online** 
-  **FITREP/Eval Reports** 
-  **Military Locator System** 
-  **NavPers Legacy & IITEMPO** 
-  **Navy Diversity Calendar** 
-  **Navy Personnel Command** 
-  **NMCMPS** 
-  **ODC, OSR, PSR, ESR** 
-  **PRIMS** 
-  **Request Record on CD** 
-  **Selective Readiness Board** 
-  **Update Race/Ethnicity Preference** 
-  **View My Permanent Record** 
-  **View Orders** 

# Review CD-ROM / Official Military Personnel File

- Document submission guidelines (lists required documents)
- BUPERSINST 1070.27B (26 AUG 2005)
  - [http://buperscd.technology.navy.mil/bup\\_upd/upd\\_CD/BUPERS/INSTRUCT/107027.pdf](http://buperscd.technology.navy.mil/bup_upd/upd_CD/BUPERS/INSTRUCT/107027.pdf)
- MILPERSMAN 1070-170 (22 AUG 2002)
  - [http://buperscd.technology.navy.mil/bup\\_upd/508/milpers/1070-170.htm](http://buperscd.technology.navy.mil/bup_upd/508/milpers/1070-170.htm)



# Review CD-ROM / Official Military Personnel File

- Check all fitreps
  - Do dates correlate with PSR?
  - Gaps?
  - Signed?
  - Legible?



# Review CD-ROM / Official Military Personnel File

- Check other documents
  - Legible?
  - Erroneous documents – are they yours?
  - Determine what needs to be added, deleted or changed



# Review CD-ROM / Official Military Personnel File - Corrections

- Making updates, corrections
  - \*Directions provided on CD-ROM\*
  - Records Management FAQs
    - <http://www.npc.navy.mil/CareerInfo/RecordsManagement/FAQ.htm>
  - Single vs. group submissions, where to send; single-sided, identify all pages w/ SS#



# Review CD-ROM / Official Military Personnel File – Records Support

- Records Support Branch
  - <http://www.npc.navy.mil/CareerInfo/RecordsManagement/>
- The Records Support Branch (PERS 312) provides Navy service record and mainframe automated record support services.
- Mailing Address:  
Navy Personnel Command  
PERS 312  
5720 Integrity Drive  
Millington, TN 38055-3120
- Phone: (901) 874-3351, DSN: 882-3351  
Fax: (901) 874-2851, DSN: 882-2851



# Review CD-ROM / Official Military Personnel File

- Corrections can be submitted to a board but also must be submitted to your personnel file
- Correction of Naval Records  
SECNAV 5420.193 (19 Nov 1997)
  - <http://neds.daps.dla.mil/Directives/s5420193.pdf>



# ODC, OSR, PSR

- Officer Data Card, Officer Summary Record, Performance Summary Record
- Available at BUPERS Online
  - <https://www.bol.navy.mil/>
- Sign in w/ CAC and password
- Ensure e-mail address is correct





## Officer Personnel Record Summaries



### Active Duty Personnel Records Selection Menu

[Officer Data Card \( ODC \)](#) - View and/or Build change requests to update ODC content.

[Performance Summary Record \( PSR \) - Overview](#)

**PSR PART I ~** [Officer Summary Record \( OSR \)](#)

**PSR PART II ~** [Officer FITREP Summary \( Pre-1996 Form \)](#)  
( PSR Online Not Yet Available, PDF Version only )

**PSR PART III ~** [Officer FITREP Summary \(1996 to Present\)](#)

# Officer Data Card - ODC

- Includes: Designator, rank, dependent information, education, past duty stations, etc.
- Explanation of ODC:
  - [https://  
secure.bol.navy.mil/ccdreports/Docs/NavPer  
s.htm](https://secure.bol.navy.mil/ccdreports/Docs/NavPers.htm)
  - Navpers 15839I (Code descriptions, etc.)
    - [http://buperscd.technology.navy.mil/bup\\_upd/  
upd\\_CD/BUPERS/OFFCLASS/OfficerManMenu.htm](http://buperscd.technology.navy.mil/bup_upd/<br/>upd_CD/BUPERS/OFFCLASS/OfficerManMenu.htm)



# Officer Data Card - ODC

- Print in PDF Format to review (prints on 1 page)
- Follow directions on website
- Click on items to change
- Click to add items
- Provides instructions on how, what, where to submit documentation on changes/additions.

\*\* Ensure email address is correct\*\*




**ODC Online  
Navigation**

| General Data                       | Previous Service / Aviator-Nuclear Specialties | Promotion History | Education Section                                 |
|------------------------------------|--|-------------------|---|
| Designator, Quals & Subspecialties |  | Current Duty      | Chronological History Navy Officer Classification |
|                                    |  | Misc.             |   |



## General Data - Blocks 1-8, 14-25

As Of : 09-24-05

|         |          |         |           |           |         |               |               |
|---------|----------|---------|-----------|-----------|---------|---------------|---------------|
| 1. SSN: | 2. NAME: | 3. SEX: | 4. DESIG: | 5. GRADE: | 6. YRG: | 7. PREC. NO.: | 8. BIRTHDATE: |
|         |          |         |           |           |         |               |               |

|          |            |           |         |         |           |           |               |          |
|----------|------------|-----------|---------|---------|-----------|-----------|---------------|----------|
| 14. PRD: | 15. ELC/D: | 16. PEBD: | 17. SD: | 18. ER: | 19. ACBD: | 20. ADSD: | 21. CURRGAIN: | 22. PSD: |
|          |            |           |         |         |           |           |               |          |

|            |                  |                 |
|------------|------------------|-----------------|
| 23. MSR-1: | 24. SOURCE CODE: | 25. DEPENDENTS: |
|            |                  |                 |

## Previous Service/Aviator/Nuclear Specialties - Blocks 9-13, 26-35, 41-48

## Previous Service and Qual Overview - Blocks 9-13

|          |                        |         |          |          |
|----------|------------------------|---------|----------|----------|
| 9. PLSD: | 10. PREV. MIL. SERVICE | 11. SS: | 12. HTA: | 13. NFO: |
| -        | -                      | -       | -        | -        |

## Aviator Service Info - Blocks 25-35

# Officer Summary Record - OSR

- Includes: Designator, DOB, Year Group, Promotion dates, Current Duty Station, Present Billet Title, Education history, Service Schools Attended, Active Duty Base Date, Previous Military Service, Personal Awards and Special Qualifications
- Explanation of OSR:
  - <https://secure.bol.navy.mil/ccdreports/Docs/OSR.htm>



# Officer Summary Record - OSR

- Print in PDF Format to review  
(prints on 1 page)
- Follow directions on website
- Click on items to change
- Click to add items
- Provides instructions on how, what, where  
to submit documentation on  
changes/additions.

\*\* Ensure email address is correct\*\*



**OSR Online  
Navigation**

| General Data    | Promotion History | Current Duty | Education              |
|-----------------|-------------------|--------------|------------------------|
| Service Schools | Previous Service  | Awards       | Special Qualifications |
|                 |                   | Remarks      |                        |

**General Data**

| Name | YG | Date Processed | SSN | Designator | Date of Birth | Age | Prof. Serv. Date |
|------|----|----------------|-----|------------|---------------|-----|------------------|
|      |    |                |     |            |               |     |                  |

# FITREP Continuity Report

- Checks for continuity, errors in FITREP timeline
- Flags missing periods





[Application List] [Help] [FAQ] [Sign Out]

For help call 1-800-951-NAVY

Bureau Of Naval Personnel Online

User Logged in: HILL WILLIAM ANTHONY

5:51:37 PM | Wed. Sep. 28 - 2005

## BOL Application Menu

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Click on the  icon for more information.

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-  Advancements
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-  FITREP/Eval Reports
-  Military Locator System
-  NavPers Legacy & ITEMPO
-  Navy Diversity Calendar
-  Navy Personnel Command
-  NMCMPS
-  ODC, OSR, PSR, ESR
-  PRIMS
-  Request Record on CD
-  Selective Reenlistment Bonus
-  Update Race/Ethnicity Preference
-  Uniform Survey
-  View My Permanent Record
-  View Orders

# Performance Summary Record - PSR

- Includes: Dates, traits, averages, reporting senior, etc. for all fitreps
- Compare to signed FITREP copies for accuracy
- Explanation of PSR:
  - <https://secure.bol.navy.mil/ccdreports/Docs/PSR.htm>



# Performance Summary Record - PSR

- Cannot make corrections via website
- Corrections made through PERS-311
- PSR FAQs:
  - <http://www.npc.navy.mil/CareerInfo/PerformanceEvaluation/FAQ.htm>





## Performance Summary Record



PSR For :

Designator/Rate :

SSN :

As Of :

[Click here for History of Traits Assigned](#)

From 092699 To 110599

| PG | Duty Station Name | Duty Type | From | To | # of Months | Reporting Senior Name | PG | Title |
|----|-------------------|-----------|------|----|-------------|-----------------------|----|-------|
|    |                   |           |      |    |             |                       |    |       |

Associated Grades for the above duty dates

| Members Trait Grades |   |   |   |   | Averages for traits |     |     |     | Promotion Recommendation |    |   |    | Misc |          |
|----------------------|---|---|---|---|---------------------|-----|-----|-----|--------------------------|----|---|----|------|----------|
| 1                    | 2 | 3 | 4 | 5 | IND                 | SUM | R/S | CUM | SP                       | PR | P | MP | EP   | RPT Type |
|                      |   |   |   |   |                     |     |     |     |                          |    |   |    |      |          |

From 110599 To 013100

| PG | Duty Station Name | Duty Type | From | To | # of Months | Reporting Senior Name | PG | Title |
|----|-------------------|-----------|------|----|-------------|-----------------------|----|-------|
|    |                   |           |      |    |             |                       |    |       |

Associated Grades for the above duty dates

| Members Trait Grades |   |   |   |   | Averages for traits |     |     |     | Promotion Recommendation |    |   |    | Misc |          |
|----------------------|---|---|---|---|---------------------|-----|-----|-----|--------------------------|----|---|----|------|----------|
| 1                    | 2 | 3 | 4 | 5 | IND                 | SUM | R/S | CUM | SP                       | PR | P | MP | EP   | RPT Type |
|                      |   |   |   |   |                     |     |     |     |                          |    |   |    |      |          |

# Navy Personnel Command (NAVPERS)

- <https://www.npc.navy.mil/Channels/>
- Lots of information!
  - Detailer contact information
  - Link/Perspective Magazine
    - [http://www.npc.navy.mil/ReferenceLibrary/  
Publications/LinkPerspective/LINK-  
Perspective+Archives.htm](http://www.npc.navy.mil/ReferenceLibrary/Publications/LinkPerspective/LINK-Perspective+Archives.htm)
  - Everything you need to know about Boards.



# Navy Personnel Command (NAVPERS)

- Information on Boards

<https://www.npc.navy.mil/Boards/ActiveDutyOfficer/>

- Board numbers
- Corresponding with boards
- Board membership
- Precepts
- Release tracker
- Selection list
- Board statistics
- Sample letters to the board
- Lineal number / zone determination



# Board Discrepancy List

- [http://www.persnet.navy.mil/pers32/discrep/Board\\_name\\_req.asp](http://www.persnet.navy.mil/pers32/discrep/Board_name_req.asp)
- Generated 6-9 weeks prior to a board (may not reflect documents recently submitted.)
- Provides information on how to submit updates
- Information sent to a board is not added to your permanent record – it is for use only by the board!



# Submitting Documents to a Board

- Active Duty Officer Promotions
  - <https://www.npc.navy.mil/Boards/ActiveDutyOfficer/>
- For questions concerning Active Duty Officer Promotion Boards, contact the NPC Customer Service Center at (866) 827-5672 or by e-mail: CSCmailbox@navy.mil



# Status of Documents Submitted to a Board

- Navy Personnel Command (Sailor's Response Center)
  - [https://npc.jax.disa.mil/OA\\_HTML/npc.html](https://npc.jax.disa.mil/OA_HTML/npc.html)
  - Shows date received, status, etc.





File Edit View Favorites Tools Help

Address [https://npcc.jax.disa.mil/OA\\_HTML/jtfavalid.jsp](https://npcc.jax.disa.mil/OA_HTML/jtfavalid.jsp)

Go

ORACLE

# Sailors Response Center

[Home](#) [My Account](#) [Sign Out](#) [Help](#)[Home](#) [Answers/Support](#)Quick Find  

## Welcome

Personalize: - [Content](#) [Layout](#)

| Alerts                             | <a href="#">Edit</a> | Service Requests |                |              |                 | <a href="#">Edit</a> |        |
|------------------------------------|----------------------|------------------|----------------|--------------|-----------------|----------------------|--------|
|                                    |                      | No.              | Account Number | Date Created | Request Summary | Last Update Date     | Status |
| No alerts are currently available. |                      |                  |                |              |                 |                      |        |
| <a href="#">More</a>               |                      |                  |                |              |                 |                      |        |

[Home](#) | [Answers/Support](#) | [Home](#) | [My Account](#) | [Sign Out](#) | [Help](#)

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Internet

# Board Results Tracker

CURRENT LOCATION & LAST UPDATE ARE REFLECTED. The Status of the Record of Proceedings (ROP) for this board was last checked for movement on 26 Sep 2005. The date into the Senate is a correction.

## FY-06 Active Duty O-4 Staff

| DATE IN   | DATE OUT  | LOCATION                       |
|-----------|-----------|--------------------------------|
| 08-Sep-05 | -         | Senate Confirmation            |
| 17-Aug-05 | 25-Aug-05 | President                      |
| N/A       | 19-Aug-05 | Select Message Released        |
| 09-Aug-05 | 17-Aug-05 | Secretary of Defense           |
| 08-Aug-05 | 09-Aug-05 | Secretary of the Navy          |
| 07-Jul-05 | 08-Aug-05 | Chairman Joint Chiefs of Staff |
| 25-Jun-05 | 05-Jul-05 | CNO                            |
| 24-Jun-05 | 25-Jun-05 | VCNO                           |
| 13-Jun-05 | 24-Jun-05 | Judge Advocate General         |
| 31-May-05 | 10-Jun-05 | Chief of Naval Personnel       |
| 09-May-05 | 11-May-05 | Board Convened/Adjourned       |



# Navy Department Awards Web Service (NDAWS)

- <https://awards.navy.mil>
- Awards Information
  - Query personal awards
  - Query unit awards (find awards given after leaving a command)
  - Provides information on how to add missing awards



# ~~Sailor/Marine American~~ Council On Education (SMART) Transcript

- <https://smart.cnet.navy.mil/>
- Transcript of training
  - Leadership courses
  - GMT transcripts
  - NKO courses
  - Can request official transcripts
- How to make corrections, etc.



# Navy Training Management and Planning System (NTMPS) Electronic Training Jacket

- <https://ntmpsweb.ntmps.navy.mil/etjclient/login.aspx>
- Career summary
  - Administrative data, education, language skills, AQD/subspecialty, qualifications, awards, training, career history, etc.





Officer

Admin Data

NOBC's

Education

Language Skills

AQDs/Sub-Specs

Quals/Certs

Awards

Training

Career History

IBFT Training

Print Jacket

Logoff

# NTMPS Electronic Training Jacket

For Official Use Only - Contains Privacy Act Data

## Administrative Data

**Name:** LT HILL WILLIAM ANTHONY**Current Activity:** N68292 NAVHOSP YOKOSUKA**Desig:** 2300**Parent Activity:** N68292 NAVHOSP YOKOSUKA**BSC:** [REDACTED]**Pending Activity:** N/A**Received Onboard:** 05/07/2003**Year Group:** 1995**Clearance Eligible:** [REDACTED]**Projected Rotation:** [REDACTED]**Officer Precedence:** [REDACTED]**Invest Completion Date:** [REDACTED]**Prospective Gain:** [REDACTED]**ADSD:** [REDACTED]**Clearance Auth:** [REDACTED]**DOR:** [REDACTED]**PEBD:** [REDACTED]**Date Granted:** [REDACTED][About NTMPS ETJ](#) [Problems With Your Data?](#) [Comments/Suggestions](#) [DOD Warning](#) [FAQs](#) [What's New](#) [Acronyms](#) [Change PIN](#)

# Navy Training Management and Planning System (NTMPS) Electronic Training Jacket

- Making Corrections
  - <https://ntmpsweb.ntmps.navy.mil/etjclient/DataProblems.aspx?StylePath=Styles/ncc@cnet.navy.mil/>



# Confused??

- Many Information Systems
  - How are they linked?
  - How do they communicate with each other?
  - Master database?



# ~~Physical Readiness~~ Information Management System (PRIMS)

- <https://prims.bol.navy.mil/login.aspx?ReturnUrl=%2fWelcome.aspx>
- PRT, BCA, FEP results/reports
- Physical Activity Risk Factor Questionnaire (PARFQ)



Address  Go

# PRIMS

Physical Readiness Information Management System

Login ID Password: [First Time Users / Forgot my Password](#)

For login problems, please contact BUPERS ONLINE (BOL) at 1-800-951-6289.

For technical support with PRIMS, contact 901-874-2229, option 3.

[PRIMS Login Help](#) [E-Mail Prims](#)

[Physical Readiness HomePage](#)

[Echelon II Report Summaries](#)

This is an official US Navy Web Site.

**NOTICE: ON 1 OCT 2004 THIS WEB SITE WILL  
ACCEPT A DOD PKI CERTIFICATE FOR ACCESS**

# Joint Medical Executive Skills Program

- <http://nshs.med.navy.mil/eme2/home.asp>
- Commanders of military treatment facilities must possess certain administrative competencies before assuming their command positions. The primary effort focuses on a group of 40 executive competencies that represent the minimum unique skill set healthcare executives must possess.



## COMPETENCIES

### Military Medical Readiness Competencies

- Medical Doctrine
- Military Mission
- Joint Operations/Exercises
- Total Force Management
- NDMS Management/Department of Veterans Affairs Role
- Medical Readiness Training
- Contingency Planning

### General Management Competencies

- Strategic Planning
- *Organizational Design*
- Decision Making
- Managing Change and Innovation
- Leadership

### Health Law and Policy Competencies

- *Public Law*
- Medical Liability
- *Medical Staff By-Laws*
- *Regulations*
- *External Accreditation*

### Health Resources Allocation and Management Competencies

- *Financial Management*
- Human Resource Management
- Labor-Management Relations
- Material Management
- Facilities Management
- *Information Management*

### Ethics in the Health Care Environment Competencies

- *Ethical Decision-Making*
- *Personal and Professional Ethics*
- Bioethics
- *Organizational Ethics*

### Individual and Organizational Behavior Competencies

- Individual Behavior
- Group Dynamics
- Conflict Resolution
- Communication
- Public Speaking
- Public and Media Relations

### Clinical Understanding Competencies

- *Epidemiological Methods*
- Clinical Investigation
- *Integrated Health Care Delivery Systems*

### Performance Measurement Competencies

- *Quality Management*
- Quantitative Analysis
- *Outcome Measurements*
- *Patient Safety*



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**Important!** Please take the time now to enter (or update) your Positions, Certifications, Courses, and Education information by clicking on the appropriate tabs above. If you are a new user, these fields will be empty until you do so!

## Personal Information

**Social Security Number:****Name (Last, First, MI):****Current Duty Station:****PRD:****Rank:****Designator:****Please enter your email address so that we can contact you regarding your achievements.****Email:**

### Summary of Competencies Attained and Awarded

| QUALIFICATION LEVEL  | COMPETENCIES ACHIEVED | COMPETENCIES REQUIRED | AQD | AQD QUALIFIED            | AQD AWARDED              |
|----------------------|-----------------------|-----------------------|-----|--------------------------|--------------------------|
| CO MTF               | 29                    | 40                    | BSA | <input type="checkbox"/> | <input type="checkbox"/> |
| XO MTF               | 29                    | 40                    | BSA | <input type="checkbox"/> | <input type="checkbox"/> |
| TriCare Lead Agent   | 29                    | 40                    | BSA | <input type="checkbox"/> | <input type="checkbox"/> |
| TriCare LA Sr. Staff | 29                    | 40                    | BSA | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed Care Coord.  | 14                    | 15                    | BSG | <input type="checkbox"/> | <input type="checkbox"/> |

\* This AQD requires 1 year Managed Care Cordinator experience, contact your detailer if you think you qualify.

Please contact [Director, JMESP](#) or visit [JMESP](#) web site for detailed information on this program.

# Medical Staff Homepages

- Access through Navy Knowledge Online (NKO)
- <http://www.nko.navy.mil/>
  - Select “List All Communities”
  - Communities of Practice (left column)
    - Dental Corps
    - Medical Corps
    - Medical Service Corps
    - Nurse Corps





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**CAREER MANAGEMENT**

- Performance
- PERS-480
- Navy Personnel Command
- BUPERS Online

**Organization & Communities**

- Organization & Communities
- Organizations
- Navy Reserve Force
- Learning Centers
- Educational Institutions
- Communities of Practice
- [List of All Communities](#)

**ONLINE DEVELOPMENT**

Wellness

Financial Management

**LEADERSHIP**

- Leadership Continuum
- Division Officer
- Dept Head

**LEARNING**

- Navy e-Learning
- Electronic Training Jacket
- SMART Transcripts
- Navy College Office

**REFERENCE**

- Navy Library eContent
- DON Sites of Interest
- The Free Dictionary
- Defense Acquisition Library

**Organizations & Communities**

- Organizations
- Navy Reserve Force
- Learning Centers
- Educational Institutions
- Communities

**Hurricane Katrina Relief Information**

**Hurricane Katrina Relief Information 1-877-414-5358**

The Bureau of Naval Personnel has set up a 24-hour helpline for both Sailors and families to call for information regarding their loved ones. This line will be staffed 24 hours by active duty Navy volunteers and will have connectivity with Navy, FEMA and other government agencies. They will try their very best to answer questions regarding the status of Navy family members, but please be aware that communication in the region is still inconsistent. For more information click on <http://www.navy.mil/>

**JASS/JCMS Servers New Orleans**

**Due to Hurricane Katrina servers located SSC New Orleans for JASS/JCMS are off-line. ETR unknown.**

Sailors who submitted applications for 23 Aug cycle or are less than 6 months from their PRD are encouraged to communicate with their detailer prior to 1200 CST 02SEP05. Refer to NAVADMIN 213/05 for details. Updates will be provided when available.

**Homeport Information**

- SITES Department of Defense Click on link to find information about your next duty station.

**Naval Officers**

The Naval Officer is truly unique for he must have the capacity to simultaneously love his country... his service... his family... his shipmates... and the sea. He needs each of them unquestionably as each of them needs him... and the demands which are placed on him never diminish, they only grow. - VADM John Bulkeley (WWII Medal of Honor recipient)

**PERS-480**

Manage, administer and monitor the promotion and appointment of active duty and reserve officers per applicable laws, regulations and policies; act as CHNAVPERS liaison with selection boards and officers as related to promotion and selection matters.

**Sea Warrior**

**Public Communities And Learning Centers**

You belong to the following NKO communities or Learning Centers:

- Force Health Prot

[Add or remove community and learning center pages](#)

**Personal Communities**

Your personal communities are as follows:

[Add or remove personal community pages](#)

**Navy News**

**Navy News Stand - Current Navy Headlines:**

- Abe, CVW-2 Complete Surge Sustainment Training
- Gift Cards Donated to Displaced Hurricane Katrina Family Members
- NAVSTA Pearl Harbor Security Personnel Deploy to Iraq
- Navy's Last Spruance-class Destroyer Decommissioned
- NAS JRB Firefighters Assist Local Rita Flooding Victims
- TR Sailors Act as Ambassadors in the Med
- Bonhomme Richard Raises Money for Hurricane Victims
- NEXCOM Helps Sailors Replace Uniforms Lost During Hurricane

# Medical Service Corps Homepage

- Lots of career information
  - History of the corps, Director's brief, MSC E-Report, career planning / matrices, education / training programs, FAQs, DUINS, lineal list, special pays, licensure, links to community websites, specialty leaders, etc.





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Organization & Communities

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**MEDICAL**

- [Navy Medicine](#)
- [Senior Executive Medicine](#)
- [PSLO Program Page](#)
- [Navy Environmental Health Ctr](#)
- [Graduate Medical Education](#)
- [Specialty Leader NKO Page](#)
- [Medical Service Corps](#)
  - [Environmental Health Officer](#)
  - [General Health Care Admin](#)
  - [Research Psychology](#)
  - [Social Work](#)
  - [Medical Technology](#)
  - [Physician Assistant](#)
  - [Optometry](#)
  - [POMI](#)
  - [Pharmacy](#)
  - [Industrial Hygiene](#)
  - [Radiation Health](#)
  - [Aerospace Experimental Psychology](#)
  - [Facilities Planning & Project](#)
  - [Research Physiology](#)
  - [Occupational Therapy](#)
  - [Clinical Psychology](#)
  - [Aerospace Physiology](#)
  - [Education & Training Mgt](#)
  - [Audiology](#)
  - [Healthcare Information Systems](#)
  - [Patient Administration](#)
  - [Microbiology](#)
  - [Biochemistry & Toxicology](#)
  - [Operations Research](#)
  - [Education and Training Management \(ETMS\)](#)
  - [Entomology](#)
  - [Physical Therapy](#)
  - [Dietetics & Food Management](#)
  - [Medical Logistics](#)
  - [Manpower & Personnel](#)

MEDICAL > MEDICAL SERVICE CORPS

[EMAIL PAGE](#)

[:: MSC Leadership Message](#)

**Director, Medical Service Corps**

Rear Admiral B. G. Brannman, Director, Medical Service Corps; Commander, Navy Medicine West/Naval Medical Center San Diego

■ [Rear Admiral Brian G. Brannman](#)

[:: Medical Service Corps](#)

- [About Us \(M00MSC\)](#)
- [Director's Brief](#)
- [Director's Email \(Sign-up/Archives\)](#)
- [M00MSC Office-Staff](#)

[:: MSC Special Interests](#)

- [2004/2005 Retirement List](#)
- [AQDs](#)
- [Detailers](#)
- [Frequently Asked ?s \(FAQs\)](#)
- [FY 05 DUINS Selectees](#)
- [FY06 Promotion Zones](#)
- [MSC Lineal List](#)
- [Selection Boards](#)
- [Special Pays](#)

[:: Career Planning](#)

- [Career Planner](#)
- [Career Tools](#)
- [Community Manager](#)
- [Education & Training Matrix](#)
- [Executive Career Matrix](#)
- [Executive Career Text Guide](#)
- [Medical Department Career Matrix \(General\)](#)
- [Mentoring Toolbox](#)
- [MSC Regional Network Program](#)

[:: Reserve MSC Leadership](#)

**Deputy Director, Reserve Affairs**

Rear Admiral D. L. Maserang, MSC, USNR

■ [Rear Admiral David L. Maserang, MSC, USNR](#)

[:: Reserve Affairs](#)

- [AT Pointers](#)
- [Information for Employees Entering Military Active Duty](#)
- [Procedures for Becoming a Selected Reservist \(Drilling Reservist\)](#)
- [Reserves Specialty Leader's Roster](#)

[:: What's New\(s\)?](#)



 [MSC E-Report Sep 05](#)

**HOT!**

 [FY06 MSC DUINS Opportunities \(Please review! The application dates have been extended\). It is not to late to apply!!](#)

-  [MSC Licensure/Certification Policy](#)
-  [NEPMU 2 Article](#)
-  [FY 06 SEM Board Results](#)

[:: "Doing Great Things"](#)

# Augmentation USNR → USN

## No longer necessary to augment

- NAVADMIN 200/05  
<http://www.npc.navy.mil/NR/rdonlyres/4308A55D-47A5-4A27-BA07-170FC762EC16/0/NAV05200.txt>
- SUBJ / IMPLEMENTATION OF THE TRANSITION OF THE ACTIVE DUTY LIST NAVY AUTHORIZATION ACT DIRECTS THAT ALL RESERVE OFFICERS CURRENTLY ON THE ACTIVE DUTY LIST (ADL) WHO MEET STATUTORY REQUIREMENTS BE TRANSITIONED TO REGULAR STATUS BY 1 MAY 2006.



# Tips

- Things are constantly changing
  - Websites, instructions, POCs, guidelines, etc.
- Old websites with old information
  - Type this into Explorer address bar to determine when the website was last updated; does not work with all websites; can be saved as a link.
    - javascript:alert(document.lastModified)



## More Tips

- Read e-mail, presentations and briefs from directors, detailers, specialty leaders, board members, and mentors about career planning, etc.
- Have a 1, 3, and 5 year career plan
  - assignments, job roles, education
  - training, experience, and personal needs
  - seek out ways to fulfill these needs



## Yet More Tips

- FITREPS should show results, reflect your accomplishments and demonstrate leadership in your:
  - primary role, professional duties, collateral duty assignments
  - Navy, professional, and community organizations
  - commitment to excellence and continued professional and personal growth and development.



## Still More Tips

- Use document scanners to convert documents to .tiff or .pdf files that can be sent via e-mail to update ODC/OSR and also to boards.  
\*Documents are received instantly when sent from any location.\*
  - SRD can assist
  - IM/IT can install scanner/viewer software



# Additional Links

- Navy Performance Evaluation System  
BUPERSINST 1610.10A (20 Sep 2005)
  - [http://buperscd.technology.navy.mil/bup\\_upd/upd\\_CD/BUPERS/INSTRUCT/161010.PDF](http://buperscd.technology.navy.mil/bup_upd/upd_CD/BUPERS/INSTRUCT/161010.PDF) (still links to old instruction as of 11/2/05)
  - [http://buperscd.technology.navy.mil/bup\\_upd/508/Instructions/161010/161010.htm](http://buperscd.technology.navy.mil/bup_upd/508/Instructions/161010/161010.htm)
- PERS Codes (websites, POCs)
  - <http://www.npc.navy.mil/AboutUs/GeneralInfo/PersCodes.htm>
- Navy Forms Online
  - <http://forms.daps.dla.mil/>
- U.S. Naval Register (search by name, lineal number)
  - [http://buperscd.technology.navy.mil/bup\\_upd/upd\\_CD/BUPERS/Register/RegOpenMenu.html](http://buperscd.technology.navy.mil/bup_upd/upd_CD/BUPERS/Register/RegOpenMenu.html)



# Final Notes

- Your record is a reflection of you and your attention to detail
- Maintaining your record takes time
- **\*Don't procrastinate\***
- May reflect poorly to a board when you mail several documents or documents that should have been in your record long before the board convened



# QUESTIONS?



Healthcare for Fleet

Good Luck  
Thank  
You



- For a copy of this presentation, e-mail me at:
  - [HillW@nhyoko.med.navy.mil](mailto:HillW@nhyoko.med.navy.mil)





Healthcare for Fleet